

## Message

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**From:** Gaber, Noha [Gaber.Noha@epa.gov]  
**Sent:** 12/3/2013 12:03:00 AM  
**To:** Torrez, Alfredo [Torrez.Alfredo@epa.gov]; Lewis, Angela L. [Lewis.AngelaL@epa.gov]; Taffe, Angelia [taffe.angelia@epa.gov]; Chancey, Barbara [Chancey.Barbara@epa.gov]; Twillman, Brian [Twillman.Brian@epa.gov]; Robles, Elaine [Robles.Elaine@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Acevedo, Janie [Acevedo.Janie@epa.gov]; Culver, Lora [Culver.Lora@epa.gov]; Stevens, Robert [Stevens.Robert@epa.gov]; Stavnes, Sandra [Stavnes.Sandra@epa.gov]; Douglass, Todd [douglass.todd@epa.gov]; Crews, Michelle [Crews.Michelle@epa.gov]  
**Subject:** REMINDER: Skills Marketplace Action Items  
**Attachments:** Stats (20Nov13).xlsx  
  
**Importance:** High

Hello everyone,  
Hope you all had a wonderful Thanksgiving! I wanted to quickly send out a reminder about the action items that are due next Tuesday. Please let me know if you have any questions.

Many thanks,

Noha

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**Noha Gaber, Ph.D.**

Special Assistant to the Administrator, Office of the Administrator  
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*"Collaboration: When a collection of brilliant minds, hearts and talents come together ... expect a masterpiece."*

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**From:** Gaber, Noha  
**Sent:** Wednesday, November 20, 2013 7:18 PM  
**To:** Torrez, Alfredo; Lewis, Angela L.; Taffe, Angelia; Chancey, Barbara; Twillman, Brian; Robles, Elaine; Jablonski, Janice; Acevedo, Janie; Culver, Lora; Stevens, Robert; Stavnes, Sandra; Douglass, Todd; Crews, Michelle  
**Subject:** Skills Marketplace Action Items  
**Importance:** High

Hi everyone,  
Thanks to all who joined the call today! I have updated the spreadsheet with the latest information that you sent me this afternoon.  
As discussed:

### **1. Checking in on Project Progress**

Here are the questions that Brian used to collect the very useful information that he included in the document that he sent out to our group this afternoon. Please consider using some of these questions as you gather information on the status of projects in your offices. But please remind the managers that these questions are not intended as the Pilot evaluation.

- Has the project been successfully launched?
- Has a participation agreement been filled out and agreed to by all parties (the project manager/supervisor; the participant, and the participant's home supervisor)? If yes, please send me a pdf copy of this for my records. If no, this document can be found in the tool kit section on the Skills Marketplace intranet page.
- As for the actual work being accomplished, can you briefly describe the work that is getting done (a short paragraph or so).

- Why did you choose this particular staff member to participate in this project and how this decision benefitted the employee and work in your office?
- What do you view to be the benefits which have thus far been derived by your organization, you, and the participant? How have the activities associated with this SMP project provided value?
- What challenges do you foresee in bringing the project to a close?
- With the decision having been made to extend the entire pilot program through the end of December, (with the understanding that some projects might need to go longer as long as all parties are in full support of this), when do you expect to have this project completed.
- Would you recommend the Skills Marketplace Program to others?
- Other comments?

## **2. Collecting Data in Preparation for Pilot Survey:**

- please use this spreadsheet to send me your final information on project and application status by **December 10.**
  - Gaps in the information are highlighted in red
  - Please add an **\*asterisks\*** next to the information that you update so I can easily locate the changes.
  - The **"Projects Completed or Underway"** tab now includes 2 Project status columns. Please note if the project has started and how long it is expected to continue.
  - In the **Applications** tab, please continue to update the status of "pending" applications. I have used new terminology "Selected" or "Not Selected"
  - In the **Participants List** tab, please add the names of the home office supervisors for the selected applicants.

## **3. Draft Post-Pilot Evaluation Survey:**

- Todd is setting up the 3 sets of survey questions (for staff, project managers, home office supervisors)
- Todd will send out links to these draft surveys on December 9. Please take a few minutes to go through the surveys before our next meeting

## **4. Next meeting:**

- Given the SES meeting on December 4, I will cancel our meeting for that day and move it to December 11.

Many thanks and Happy Thanksgiving!

Noha

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**Noha Gaber, Ph.D.**

Special Assistant to the Administrator, Office of the Administrator

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